

**PURCHASE ORDER**  
 Department of Social Welfare and Development  
 Conditions Administrative Office

Annex G-5

Supplier		TOPPS FOOD AVE.	Purchase Order No.		2024-02-128
Address		ZONE 6, BAHAYUD, ARIJA	Date		20-Feb-24
			Mode of Procurement		Letter of Intent
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein:					
Place of Delivery		AS INDICATED	Delivery Term:		Complete
Date of Delivery		AS INDICATED	Payment Term:		Charge
LOT NO.	UOM	DESCRIPTION	QTY	Unit Cost	Total Cost
1		Catering Services with Hall Rental for the Provincial Stakeholders Meeting (Education Partners), Biannual Provincial Advisory Council (PAC) Meeting, Biannual Provincial Civil Society Organization (CSO) Meeting, and Technical Session on Program Implementation for Field Staff			
		Provincial Stakeholders Meeting (Education Partners)			
		TENTATIVE DATE: August 18, 2024			
	servings	AM Snacks	76	80.00	6,080.00
	servings	Lunch	76	200.00	15,200.00
	servings	PM Snacks	76	80.00	6,080.00
	lot	Hall Rental	1	7,500.00	7,500.00
		Biannual Provincial Advisory Council (PAC) Meeting			
		TENTATIVE DATE: First Semester: May 18, 2024			
	servings	AM Snacks	32	85.00	2,720.00
	servings	Lunch	32	200.00	6,400.00
	servings	PM Snacks	32	85.00	2,720.00
	lot	Hall Rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Second Semester: October 18, 2024			
	servings	AM Snacks	32	85.00	2,720.00
	servings	Lunch	32	200.00	6,400.00
	servings	PM Snacks	32	85.00	2,720.00
	lot	Hall Rental	1	7,500.00	7,500.00
		Biannual Provincial Civil Society Organization (CSO) Meeting			
		TENTATIVE DATE: First Semester: April 16, 2024			
	servings	AM Snacks	30	85.00	2,550.00
	servings	Lunch	30	200.00	6,000.00
	servings	PM Snacks	30	85.00	2,550.00
	lot	Hall Rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Second Semester: September 18, 2024			
	servings	AM Snacks	30	85.00	2,550.00
	servings	Lunch	30	200.00	6,000.00
	servings	PM Snacks	30	85.00	2,550.00
	lot	Hall Rental	1	7,500.00	7,500.00
		Technical Session with POO Field Staff on Program Implementation			
		First Session			
		TENTATIVE DATE: Day 1: April 18, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: April 19, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		Second Session			
		TENTATIVE DATE: Day 1: Aug. 8, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: Aug. 9, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		Third Session			
		TENTATIVE DATE: Day 1: Oct. 24, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: Oct. 28, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00

TRAINING SPECIFICATIONS		CAN COMPLY	CANNOT COMPLY
	<b>I. Availability</b>		
1	Venue is available during the proposed dates of the activity: August 15, 2024, May 15 and October 15, 2024, April 15 and September 18, 2024 and April 18-19, August 8-9 and October 24-25, 2024	✓	
	<b>II. Location and Site Condition</b>		
1	The venue is reachable and accessible to transport services but not limited to taxi and jeepney plying within the area	✓	
2	The venue has parking space and automatically reserved parking slots for DSWD considering the following: a. Small events (50 pax): at least three (3) reserved vehicle slots for the DSWD b. Medium events (51 - 100 pax): at least ten (10) reserved vehicle slots for the DSWD c. Big events (more than 100 pax): at least ten (15) reserved vehicle slots for the DSWD	✓	✓
	<b>III. Neighborhood data</b>		
1	The venue is reachable/accessible and within 500 meters radius (using Google maps) from nearest/nearest hospitals, police stations, banks, restaurants, among others	✓	
2	Establishments near the venue have no sanitation issues and do not pose health risks	✓	
3	The venue is at least 100 meters radius away from red light district using Google maps application	✓	
	<b>IV. Venue</b>		
	<b>A. Facilities and Amenities</b>		
1	The venue has security measures in place (e.g., 24-hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	✓	✓
2	The conference/function hall is: a. can accommodate the proposed number of attendees regardless of the layout and arrangement of the hall, chair, and table set up using round or rectangular tables, among others. b. has no impediments or pillars at the center or side of the hall that affects the view and interaction between and among participants and learning service providers. c. sound proofed, well lighted, and well ventilated d. can be used from the indicated time (6:00 AM - 7:00 PM)	✓	
3	The conference/function halls has high quality sound system and equipment which includes the following: a. Three (3) wireless microphones b. Free use of one functional LCD Projector and screen c. Standby IT personnel or able technician inside the conference/function hall to troubleshoot technical glitches	✓	
4	Exclusive access to strong and stable WIFI connection in the function hall assigned to the activity, to wit: a. minimum of 10 mbps for usual browsing (google, Youtube, social media) b. minimum of 30 mbps for intensive IT related activities	✓	
5	Presence of standby personnel inside the conference/function hall for coordination purposes	✓	
6	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of extension cords for activities needing laptops	✓	
7	Availability of atleast 3x4 ft. white board with two markers, and whiteboard eraser throughout the activity duration	✓	
8	Hand soap, tissue paper and alcohol are available for handwashing at the restroom and lavatory and being replenished regularly once supply is exhausted/depleted	✓	
	<b>B. Catering Services</b>		
1	Buffet meals with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks.  Portioning of meals is based on appropriate and applicable standard measurement/servings as follows: a. For meals: 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece: e.g. 1 bowl of ginataan, 2pcs of suman with a slice of mango) c. Free flowing water and coffee/tea to be set up at 8:00 AM  Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement.	✓	
2	Charges on meals/snacks should be based on confirmed number of participants on the first day while charges on succeeding days should be based on actual count	✓	
3	One buffet set-up for all meals for every 35 participants. Additional set-up will be required if participants will be doubled. Meals should be served and available on time (AM/PM snacks 10AM/3:00PM, Lunch: 12:00 noon and Dinner: 6:00PM)	✓	
	<b>D. Terms and Conditions</b>		
	The place of delivery of the goods / services is within BANGUED, ABRA	✓	
	The service provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	✓	
	<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>		
	<b>TOTAL</b>		330,700.00
<b>(Amount in words)</b>		<b>Three Hundred Thirty Thousand Seven Hundred Pesos Only</b>	

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered items.

Conforms:

KENDEL BERNAL

(Signature over Printed Name)

TOFF'S FOOD AVE.

Bank Account Name

299-053-261-000

TIN Number

\*please tick tax type

vat

non-vat

MAR 16 2024

Date

1031-1884-54

Bank Account Number

10-04-2016

Date of AIR Registration

Commission on Audit

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

19 MAR 2024

ENRIQUE M. GASCON, JR.

Signature over Printed Name of Authorized Official

Director III / Concurrent Regional Director and

ARD for Operations

Designation

Fund Cluster: DI CAMP CURRENT

Funds Available: 330,700.00

ORS/ BURS No.: 2024-63-03623 to 03630

Date of the ORS/ BURS: 02/05/24

Date: \_\_\_\_\_ Time: \_\_\_\_\_

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	TOFF'S FOOD AVE.	<b>Purchase Order No.</b>	2024-02-120
<b>Address</b>	ZONE 6, BANGUED, ABRA	<b>Date</b>	28-Feb-24
		<b>Mode of Procurement</b>	Lease of Venue

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions herein.

Place of Delivery	AS INDICATED	Delivery Term:	Complete		
Date of Delivery	AS INDICATED	Payment Term:	Charge		
LOT NO.	UNIT	DESCRIPTION	QTY	Unit Cost	Total Cost
1		Catering Services with Hall Rental for the Provincial Stakeholders Meeting (Education Partners), Semestral Provincial Advisory Council (PAC) Meeting, Semestral Provincial Civil Society Organization (CSO) Meeting, and Technical Session on Program Implementation for Field Staff			
		<b>Provincial Stakeholders Meeting (Education Partners)</b>			
		TENTATIVE DATE: August 15, 2024			
	servings	AM Snacks	76	80.00	6,080.00
	servings	Lunch	76	200.00	15,200.00
	servings	PM Snacks	76	80.00	6,080.00
	lot	Hall Rental	1	7,500.00	7,500.00
		<b>Semestral Provincial Advisory Council (PAC) Meeting</b>			
		TENTATIVE DATE: First Semester: May 15, 2024			
	servings	AM Snacks	32	85.00	2,720.00
	servings	Lunch	32	200.00	6,400.00
	servings	PM Snacks	32	85.00	2,720.00
	lot	Hall Rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Second Semester: October 15, 2024			
	servings	AM Snacks	32	85.00	2,720.00
	servings	Lunch	32	200.00	6,400.00
	servings	PM Snacks	32	85.00	2,720.00
	lot	Hall Rental	1	7,500.00	7,500.00
		<b>Semestral Provincial Civil Society Organization (CSO) Meeting</b>			
		TENTATIVE DATE: First Semester: April 15, 2024			
	servings	AM Snacks	30	85.00	2,550.00
	servings	Lunch	30	200.00	6,000.00
	servings	PM Snacks	30	85.00	2,550.00
	lot	Hall Rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Second Semester: September 18, 2024			
	servings	AM Snacks	30	85.00	2,550.00
	servings	Lunch	30	200.00	6,000.00
	servings	PM Snacks	30	85.00	2,550.00
	lot	Hall Rental	1	7,500.00	7,500.00
		<b>Technical Session with POO Field Staff on Program Implementation</b>			
		<b>First Session</b>			
		TENTATIVE DATE: Day 1: April 18, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: April 19, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		<b>Second Session</b>			
		TENTATIVE DATE: Day 1: Aug. 8, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: Aug. 9, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		<b>Third Session</b>			
		TENTATIVE DATE: Day 1: Oct. 24, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00
		TENTATIVE DATE: Day 2: Oct. 25, 2024			
	servings	AM Snacks	81	80.00	6,480.00
	servings	Lunch	81	200.00	16,200.00
	servings	PM Snacks	81	80.00	6,480.00
	lot	Hall rental	1	7,500.00	7,500.00



**BIDS AND AWARDS COMMITTEE (BAC)**

**ABSTRACT OF QUOTATIONS No. 2024-02-125**

**RFQ 2024-02-172**

**PR 2024-01-057**

**WHEREAS**, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **Catering Services with Hall Rental for the Provincial Stakeholders Meeting (Education Partners), Semestral Provincial Advisory Council (PAC) Meeting, Semestral Provincial Civil Society Organization (CSO) Meeting, and Technical Session on Program Implementation for Field Staff**, with an Approved Budget for the Contract (ABC) amounting to **FOUR HUNDRED FIFTY THREE THOUSAND PESOS ONLY (P453,000.00)** and within Annual Procurement Plan (APP) 2024 through Negotiated Procurement under **LEASE OF VENUE**;

**WHEREAS**, on the **2nd day of February 2024**, Request for Quotations (RFQ) were endorsed for floating to eligible suppliers/service providers;

**WHEREAS**, on the **7th day of February 2024 at 12:00NN** was the set deadline for the submission of quotations;

**WHEREAS**, upon opening of bids on the **13th day of February 2024**, findings were listed on Annex A and was subject for rating;

**WHEREAS**, upon evaluation and deliberation of the rating by the Bids and Awards Committee (BAC) on the **20th day of February 2024**, the lowest bidder, **D'HANG OUT RESTO GRILL** had a rating of **80.00%** which is below the passing rate of **90.00%**. On the other hand the second lowest bidder, **TOFF'S FOOD AVE.**, passed the rating with **95.50%**. Thus, was recommended for award;

**NOW, THEREFORE**, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to declare **TOFF'S FOOD AVE.**, as the **LOWEST CALCULATED RESPONSIVE QUOTATION** and recommend to the Regional Director the award of contract amounting to **THREE HUNDRED THIRTY THOUSAND SEVEN HUNDRED PESOS ONLY (P330,700.00)**, inclusive of all applicable taxes and fees for the project, **Catering Services with Hall Rental for the Provincial Stakeholders Meeting (Education Partners), Semestral Provincial Advisory Council (PAC) Meeting, Semestral Provincial Civil Society Organization (CSO) Meeting, and Technical Session on Program Implementation for Field Staff**, for approval of the Head of Procuring Entity.

Issued this **20th day of February 2024** at **DSWD-CAR Baguio City**.

**FATIMA D. FLORENDO**  
PDO V, PPPP  
Provisional Member (End-User)

**DAZON B. HANGDAAN**  
TS I, CBS  
Provisional Member (Tech. Expert)

**RONILO R. FLORES**  
AO V, OIC-AD  
Regular Member

**NORIE C. CASTAÑEDA**  
SAO, OIC-FMD  
Vice Chairperson

**RINA CLAIRE L. REYES**  
CAO, OIC- ARD for Administration  
Chairperson

(  ) Approved (  ) Disapproved

**ENGR. ENRIQUE H. GASCON JR.**  
Director III, Concurrent OIC- Regional Director and ARD for Operations  
(per Special Order No. 6124, Series of 2023)  
Authorized Representative/Head of the Procuring Entity